



## DIPLOMA

### PROGRAM LENGTH

**40 weeks** of academic studies followed by  
**12 weeks** of unpaid co-op

### ENTRY REQUIREMENT

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling.
- International students must demonstrate advanced level of English with our online written test and arranged speaking interview.

*Note: The online written test is exempt if iBT 80, IELTS 6.5, or ILSC A1 is presented. The online written test is exempt if ILSC's Business English Management Certificate, or International Business English Certificate is completed.*

*If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.*

### 2014 PROGRAM START DATES

Jan 27, Feb 24, Mar 24, Apr 21, May 20,  
Jun 16, Jul 14, Aug 11, Sep 8, Oct 6,  
Nov 3, Dec 1

### 2014 FEES

Registration fee:	<b>\$125</b>
Service and Placement fee:	<b>\$825</b>
Tuition:	<b>\$12,600</b>
Material fees:	<b>\$1,100</b>

*All fees are in Canadian dollars.*

# ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION CO-OP

AVAILABLE IN  
VANCOUVER

- Flexible monthly start dates to suit your study needs, certification goals and schedule
- Programs taught by industry professionals and highly-qualified instructors
- Completion of the program qualifies you for certification by the Canadian Institute of Management (CIM)
- Strengthen your résumé with Canadian career experience in business administration

### PROGRAM DESCRIPTION

#### ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION CO-OP

Graduates of this 10 month program will receive a solid foundation in business administration. The program prepares students for the business world and future studies through a variety of courses. Learning is enhanced with classroom discussion, case studies, team projects and presentations.

The Business Administration program is comprised of five two-month certificates.

Graduates of this program are eligible to apply for the Certificate in Management and Administration from the Canadian Institute of Management.

### PROGRAM OVERVIEW

#### ACADEMIC STUDIES

Complete the Advanced Diploma in Business Administration at Greystone College. Students will benefit from qualified instructors with years of experience in the industry. Classes are Monday to Thursday 9 am to 2:30 pm (one hour for lunch), and Friday 9 am to 12 pm.

#### CO-OP WORK PLACEMENT

Co-op work placements are unpaid. Greystone Co-op Coordinators will help prepare you for securing an unpaid placement, and will offer guaranteed interviews with potential employers in the field of Business Administration.

#### SERVICE AND PLACEMENT FEE INCLUDES

Permit sponsorship, documentation support, interview and job preparation, résumé building, explanation of government reporting procedures, and placement tips.

Volunteer work placement hours cannot exceed the study hours and the programs are designed to allow students to work an average of 21 hours per week. Volunteer positions vary depending on an employer's needs, and the student's English and professional skills. For some placements, the precise position may be determined once they arrive at placement locations.

### JOB AREAS COULD INCLUDE THE FOLLOWING

- Banking
- Business associations
- Event marketing
- Human resources
- Marketing/market research
- International trade/logistics
- Finance/accounting

### WHAT IS THE CIM?



The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute is dedicated to the enhancement of managerial skills and professional development.



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EDUCATION  
GROUP

EMPOWERING THROUGH EDUCATION

LANGUAGE SCHOOLS

COLLEGES

TEACHER TRAINING

CORPORATE TRAINING

CONTINUING EDUCATION

CANADA: VANCOUVER, TORONTO, MONTRÉAL USA: SAN FRANCISCO, NEW YORK AUSTRALIA: BRISBANE, SYDNEY INDIA: NEW DELHI

## ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION CO-OP COURSES

### CERTIFICATE IN INTERNATIONAL BUSINESS AND TRADE

#### INTERNATIONAL BUSINESS

This course introduces students to globalization and to the value-adding activities of businesses in the current global economy. First we discuss the impact of national cultures on doing business globally. In addition, we examine the external forces that impact businesses, international organizations, legal and labor forces in the global context. Further, the course touches on strategic alliances and the impact of rapid environmental changes on strategic planning for international business.

#### MARKETING

This course is designed to provide students with an introduction to marketing concepts and terminology. It examines the importance of marketing within organizations and society in general. Students will study the major components of a marketing plan, the marketing mix and consumer relationships. They will learn how to address the basic needs of companies in planning, developing, and managing products, distribution channels, promotion and pricing.

### CERTIFICATE IN BUSINESS COMMUNICATION

#### ORGANIZATIONAL BEHAVIOUR

This course introduces students to the concepts of organizational behaviour and their application in today's business environments. Students will develop insights into how the behaviour of individuals and groups impact organizations. Further, they will learn to apply the theories and concepts of organizational behaviour to develop effective managerial competencies in such areas as teamwork, motivation, decision making and leadership.

#### MANAGERIAL COMMUNICATIONS

The ability to communicate well is an essential requirement for all employees of an organization. In this course we explore the importance of communication in business and cross-cultural environments; students also compose various forms of written communication and prepare and deliver a formal business presentation.

### CERTIFICATE IN BUSINESS MANAGEMENT

#### INTRODUCTION TO MANAGEMENT

This course introduces students to the concept of management by exploring the roles and functions of managers in a business environment. The purpose of the course is to enhance the students' understanding of the elements of the management processes of planning, organizing, directing and controlling organizational activities. The course is designed to build a foundation of knowledge needed in future management courses.

#### BUSINESS LAW

The course provides students with an overview of business law and an understanding of basic legal terminology. Since contracts form the heart of business operations, a significant portion of the course is dedicated to contract law and various legal issues arising from contract disputes. Class topics and discussions will draw on examples from current news media reports on legal cases. Knowledge of the court system includes field trips to the law courts.

### CERTIFICATE IN HUMAN RESOURCES

#### HUMAN RESOURCES MANAGEMENT

This course introduces theory, principles and applications of human resources from a managerial perspective. Operational issues such as HR planning, recruiting, job analysis, performance management and employee development are some of the practical issues covered. The course ends with a look at international issues in HR management for companies operating in the global environment.

#### MANAGERIAL ACCOUNTING

This course introduces the student to the theory, principles and applications of fundamental business accounting. The course begins by introducing the student to the standard, time-honoured accounting principles. The course will advance to apply accounting principles to specific financial statements, and detailed accounting transactions. The course finishes by familiarizing the student with the skills necessary to efficiently classify relevant business accounts culminating in the completion of the basic accounting cycle.

### CERTIFICATE IN FINANCIAL MANAGEMENT AND PLANNING

#### FINANCIAL MANAGEMENT

This introductory course is designed to expose students to financial issues and concerns of general managers in modern business. Focusing on how to use financial management to make decisions, this course provides students with all of the practical skills needed to succeed in business. Content includes examples of how Canadian companies adapted financial policies to recent financial crisis; as well as coverage of such topics as break-even analysis, shareholder value and financial statements.

\* Prerequisite: Accounting recommended

#### STRATEGIC ANALYSIS

This course is designed to expose students to the issues and concerns of general managers in modern business. The course content builds on foundation concepts from the Introduction to Management course. Using case studies, students will analyze corporate strategies focusing on opportunities and problems in the context of the external and internal environments of companies. Important element of the analysis is how managers make strategic decisions for the success of the organization.

\* Prerequisite: Introduction to Management recommended

The curriculum is subject to change. The diploma program includes all ten courses and students may take individual courses.

#### WORK PLACEMENT SKILLS

In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their resumes and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).

